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OC-0289-86
26 March 1986

MEMORANDUM FOR: Associate Deputy Director for Administration

FROM:

[REDACTED]
Director of Communications

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SUBJECT: Second OC Secretarial Conference

1. The Second OC Secretarial Conference will be held at the [REDACTED] on 13-14 May 1986. We request your concurrence for [REDACTED] to attend and speak at this conference.

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2. [REDACTED] attendance at the conference would provide her with an opportunity to interact with Office of Communications' (OC) secretaries and management, as well as provide her with an updated insight of the Office. The theme of this conference is the OC Secretary: Total Professionalism. As [REDACTED] was once assigned to OC, we would like her to speak to the group on her perceptions and reflections of being a professional secretary and how she moved into that status. [REDACTED] presentation is scheduled for Tuesday, 13 May from 1545 to 1600.

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3. The Office of Communications looks forward to having [REDACTED] attend and speak at this conference. [REDACTED] Chairperson, Second OC Conference Planning Committee, is the point of contact. She may be reached on [REDACTED]

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